

**अण्डमान तथा  
Andaman And**



निकोबार राजपत्र  
Nicobar Gazette

## असाधारण

# EXTRAORDINARY

प्राधिकार से प्रकाशित

**Published by Authority**

1 a 144] i kVZ Cys j] i kseokj] 30 eÅ] 2011

**No. 144, Port Blair, Monday, May 30, 2011**

**ANDAMAN AND NICOBAR ADMINISTRATION  
SECRETARIAT**

## NOTIFICATION

Port Blair, dated the 30<sup>th</sup> May, 2011

No. 136/2011/F.No.42-517/2010-TR.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with the Notification No. 14/3/60- ANL dated 11.04.1960 issued by the Govt. of India, Ministry of Home Affairs and in supersession of all previous Notifications notifying the recruitment rules in respect of these posts, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands, hereby makes the following rules regulating the method of recruitment to the posts of Manager (Dockyard Canteen), Sweet Maker, Tea Maker, Table Boy, Counter Boy, Cleaner, Diver, Mazdoor, Store Keeper, Assistant Store Keeper, Light Vehicle Driver, Heavy Vehicle Driver, Plater, Mechanic Grade-I (Vehicle), Chowkidar/Watchman, Safai Karamchari, Daftry and Peon borne in the Dockyard establishment of the Directorate of Shipping Services, Andaman & Nicobar Administration, namely:-

**1. SHORT TITLE AND COMMENCEMENT:-**

(i) These rules may be called the Andaman and Nicobar Administration (Manager (Dockyard Canteen), Sweet Maker, Tea Maker, Table Boy, Counter Boy, Cleaner, Diver, Mazdoor, Store Keeper, Assistant Store Keeper, Light Vehicle Driver, Heavy Vehicle Driver, Plater, Mechanic Grade-I (Vehicle), Chowkidar/Watchman, Safai Karamchari, Daftry and Peon in the establishment of Directorate of Shipping Services) Recruitment Rules, 2011.

(ii) They shall come into force on the date of their publication in the Official Gazette.

**2. NUMBER OF POST, CLASSIFICATION AND PAY BAND WITH GRADE PAY:-**

The number of post, its classification and pay band and grade pay attached thereto shall be as specified in paras 2 to 4 of the Schedules annexed hereto.

### 3. METHOD OF RECRUITMENT, AGE LIMIT & QUALIFICATION:-

The method of recruitment, age limit, qualification and other matters relating to the said posts shall be as specified in paras 5 to 14 of the said Schedules.

#### 4. DISQUALIFICATION:-

No person –

(a) who has entered into or contracted a marriage with a person having a spouse living,  
or

(b) who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said posts;

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied, that such marriage is permissible under the personal law applicable to such persons and other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

**5. POWERS TO RELAX:-**

Where the Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, it may, by order and for reasons to be recorded in writing, and in consultation with Union Public Service Commission, relax any of the provisions of these rules with respect of any class or category of persons.

**6. SAVING:-**

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for candidates belonging to Scheduled Castes, Scheduled Tribes and other specified categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

**Lieutenant Governor,**  
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd./-  
**( Abdul Hamid )**  
Assistant Secretary (Shipping)

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**SCHEDULE-I****RECRUITMENT RULES FOR THE POST OF MANAGER (DOCKYARD CANTEEN) IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,****A & N ADMINISTRATION**

01	Name of the post	<b>Manager (Dockyard Canteen)</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 2400
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Senior Secondary School ( XIIth Std.) Examination passed from a recognized Board/ Institution. (ii) Three (03) years experience as a Manager in a Canteen/Hotel/Restaurant of repute.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-I to the Schedule

**Annexure-I****Job Description to the post of Manager (Dockyard Canteen)**

1. To over all look after the management and maintenance of Dockyard Canteen.
2. To take care of cleanliness and hygienic food.
3. To prepare weekly menu.
4. To purchase the weekly dry provision for canteen use.
5. To maintain the daily sales & expenditure and maintenance of all relevant records.
6. To supervise the employees of canteen and maintain their attendance and discipline.
7. To check the quality and quantity of food items prepared in the canteen and submit reports to OIC in time.
8. Any other work assigned by the OIC from time to time.

**SCHEDULE-II****RECRUITMENT RULES FOR THE POST OF SWEET MAKER IN THE DOCKYARD  
ESTABLISHMENT OF DIRECTORATE OF SHIPPING SERVICES, A & N ADMINISTRATION**

01	Name of the post	<b>Sweet Maker</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Three (03) years experience in preparation of different type of Sweets in a Canteen/Hotel/Restaurant of repute. (iii) Should qualify the departmental test.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-II to the Schedule

**Annexure-II****Job Description to the post of Sweet Maker**

1. To prepare tea & coffee as per demands of the workers and to help cook and sweet maker from time to time.
2. He will maintain cleanness of the Kitchen and Utensils.
3. He will take safety measures to prevent fire and injuries in the Kitchen.
4. He will maintain proper sanitation and hygiene in and around the Kitchen & Dining space/Hall.
5. And all other works as assigned by his superior /Officer -In charge of the Dockyard Canteen from time to time.

**SCHEDULE-III****RECRUITMENT RULES FOR THE POST OF TEA MAKER IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A & N ADMINISTRATION**

01	Name of the post	<b>Tea Maker</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Having knowledge in preparation of tea and coffee. (iii) Should qualify the departmental test.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-III to the Schedule

**Annexure-III****Job Description to the post of Tea Maker**

1. To prepare tea & coffee as per demands of the workers and to help cook and sweet maker from time to time.

**SCHEDULE-IV****RECRUITMENT RULES FOR THE POST OF TABLE BOY IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A & N ADMINISTRATION**

01	Name of the post	<b>Table Boy</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. <b>Desirable:</b> Should be able to speak Hindi
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation(ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-IV to the Schedule

**Annexure-IV****Job Description to the post of Table Boy**

1. Supply of drinking water to workers and to serve Breakfast, Lunch and Evening refreshment to workers at Canteen.

**SCHEDULE-V****RECRUITMENT RULES FOR THE POST OF COUNTER BOY IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A & N ADMINISTRATION**

01	Name of the post	<b>Counter Boy</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. <b>Desirable:</b> Should be able to speak Hindi.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-V to the Schedule

**Annexure-V****Job Description to the post of Counter Boy**

1. To collect the prepared food items from kitchen and serve to the workers for Breakfast, Lunch and evening Tea.
2. To collect the coupons from the workers before issue of food items.
3. To keep the canteen neat and clean and assist Sweet Maker.

**SCHEDULE-VI****RECRUITMENT RULES FOR THE POST OF CLEANER IN THE DOCKYARD ESTABLISHMENT  
OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	<b>Cleaner</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. <b>Desirable:</b> Should be able to speak Hindi.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-VI to the Schedule

**Annexure-VI****Job Description to the post of Cleaner**

1. To clean the utensils and cookery items.
2. To clean the dishes & plates and other items used in the Canteen.

**SCHEDULE-VII****RECRUITMENT RULES FOR THE POST OF DIVER IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A & N ADMINISTRATION**

01	Name of the post	Diver
02	No. of posts	02(Two) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of name/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Knowledge of Diving (iii) Ability to swim for 03 minutes and float for 07 minutes. (iv) Should qualify the departmental test.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-VII to the Schedule

**Annexure-VII****Job Description to the post of Diver**

1. Responsible for safe docking & undocking of vessels at the Drydock of this Directorate.
2. To dive on the sea for safe docking /undocking of vessels.
3. To put required support wherever necessary at sea for safe docking of vessel.
4. To be at Drydock while docking/undocking the vessel.
5. To keep watch on track of Drydock while docking/undocking the vessel.
6. Any other duties assigned by the Officer – In-Charge of Drydock/superiors.

**SCHEDULE-VIII****RECRUITMENT RULES FOR THE POST OF MAZDOOR IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	<b>Mazdoor</b>
02	No. of posts	186 (One Hundred Eighty Six) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1Rs. 5200-20200 plus Grade Pay Rs.1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time) <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Good Physique (iii) Should qualify the departmental test.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation(ISTC), grade from which promotion/deputation to be made.	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-VIII to the Schedule

**Annexure-VIII****Job Description to the post of Mazdoor**

1. Attending all cleaning jobs as allocated by the superiors.
2. Attending material collection from store.
3. Shifting/lifting the heavy items for jobs.
4. Helpers to the tradesmans.
5. Attending scrap materials disposals.
6. All other jobs as and when assigned by the superiors.

**SCHEDULE-IX****RECRUITMENT RULES FOR THE POST OF STORE KEEPER IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A & N ADMINISTRATION**

01	Name of the post	<b>Store Keeper</b>
02	No. of posts	02 (Two) * (2011) *(Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band-1 Rs. 5200-20200 plus Grade Pay Rs. 2400
05	Whether selection post or non-selection post	Selection
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Senior Secondary School ( XIIth Std.) Examination passed from a recognized Board/ Institution. (ii) Should have the basic knowledge in operation of Computer.
08	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	No
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by promotion, failing which by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	<b>Promotion:</b> From amongst the Assistant Store Keeper of the Marine Dockyard with Grade Pay of Rs. 1900 in the pay scale PB-1 and who have completed eight (08) years regular service in the grade.
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation/Promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-IX to the Schedule

**Job Description to the post of Store Keeper**

The duties and responsibilities of Store Keeper primarily extend to receipt, proper storage, distribution, safe custody and accounting of store for which he should have adequate knowledge of materials management depending on the nature of store handled.

1. He is the custodian of various store received by him;
2. He should maintain stock register, files etc. of different store/ spareparts/other store items of respective Deptt. and keep the Store properly;
3. He shall be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized document of stores;
4. Interaction and coordination with purchase section, if available, to maintain the minimum stock level;
5. He shall ensure codal formalities which taking stock and issue of stores;
6. He shall issue the required items from stores to other Circle / Branches as per the requirement with proper invoice;
7. He shall extend assistance in physical verification of stores at regular interval;
8. He shall prepare duty chart in respect of watch and ward staff and supervision of watch and ward staff;
9. He shall attend to such other works as may be assigned to him by the Section Officer or any higher authorities.

**SCHEDULE-X****RECRUITMENT RULES FOR THE POST OF ASSISTANT STORE KEEPER IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A & N ADMINISTRATION**

01	Name of the post	<b>Assistant Store Keeper</b>
02	No. of posts	10 (Ten) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Should have the basic knowledge in operation of Computer.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-X to the Schedule

**Annexure-X****Job Description to the post of Assistant Store Keeper**

The duties and responsibilities of Assistant Store Keeper primarily extend to receipt, proper storage, distribution, safe custody and accounting of store for which he should have adequate knowledge of materials management depending on the nature of store handled.

1. He/she is the custodian of various store received by him;
2. He/she should maintain stock register, files etc. of different store/ Spareparts/other store items of respective Deptt. and keep the Store properly;
3. He/she shall be vigilant and careful while receipt and issue of the store of correct specification specified in the authorized document of stores;
4. Interaction and coordination with purchase section, if available, to maintain the minimum stock level;
5. He/she shall ensure codal formalities which taking stock and issue of stores;
6. He/she shall issue the required items from stores to other Circle/ Branches as per the requirement with proper invoice;
7. He/she shall extend assistance in physical verification of stores at regular interval;
8. He/she shall prepare duty chart in respect of watch and ward staff and supervision of watch and ward staff;
9. He/she shall attend to such other works as may be assigned to him/her by the Section Officer or any higher authorities.

**SCHEDULE-XI****RECRUITMENT RULES FOR THE POST OF LIGHT VEHICLE DRIVER IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A&N ADMINISTRATION**

01	Name of post	<b>Light Vehicle Driver</b>
02	No. of posts	10 (Ten) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits.	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Possess valid Light Motor Vehicle Driving License. (iii) Should qualify the departmental test conducted by duly constituted selection committee. <b>Desirable:</b> (i) Two (02) years experience in driving of Light Motor Vehicle. (ii) Basic knowledge of the Mechanism and capable to locate and rectify minor defects in the vehicle. (iii) Good knowledge of Traffic rules.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XI to the Schedule

**Annexure-XI**

**Job Description to the post of Light Vehicle Driver**

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the using of vehicle in the log book of the vehicle properly and accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair / replacement of damaged parts etc.;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spareparts replaced at the time of carryingout the repair;
12. Responsible for timely reporting of breakdowns/accidents to the authorities;
13. Should take action to get the vehicle serviced.

**SCHEDULE-XII****RECRUITMENT RULES FOR THE POST OF HEAVY VEHICLE DRIVER IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A & N ADMINISTRATION**

01	Name of the post	<b>Heavy Vehicle Driver</b>
02	No. of posts	07 (Seven) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School (Xth Std.) Examination passed from a recognized Board/Institution. (ii) Should possess valid Heavy Motor Vehicle Driving License. (iii) Should qualify the departmental test conducted by duly constituted selection committee. <b>Desirable:</b> (i) Two (02) years experience in driving of Heavy Motor Vehicle. (ii) Basic knowledge of the Mechanism and capable to locate and rectify minor defects in the vehicle. (iii) Good knowledge of Traffic rules.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XII to the Schedule

**Annexure-XII**

**Job Description to the post of Heavy Vehicle Driver**

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre ;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair / replacement of damaged parts etc.;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare-parts replaced at the time of carrying out the repair;
12. Responsible for timely reporting of breakdowns/accidents to the authorities;
13. Should take action to get the vehicle serviced.

**SCHEDULE-XIII****RECRUITMENT RULES FOR THE POST OF PLATER IN THE DOCKYARD ESTABLISHMENT  
OF THE DIRECTORATE OF SHIPPING SERVICES, A & N ADMINISTRATION**

01	Name of the post	<b>Plater</b>
02	No. of posts	18 (Eighteen) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Trade Certificate in Plating/Tinsmith/Blacksmith from a recognized Industrial Training Institute. (iii) Should qualify the departmental test. <b>Desirable:</b> (i) Two (02) years experience in Plating in a workshop of repute.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by promotion, failing which by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	<b>Promotion:</b> From amongst the Revitters and Hammerman of the Marine Dockyard with Grade Pay of Rs. 1800 in the pay scale of PB-1 and who have completed the 03 years regular service in the grade and qualify in the departmental trade test.
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation/Promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XIII to the Schedule

**Job Description to the post of Plater**

1. In-charge of Plater Shop, Marine Dockyard.
2. Responsible for duty allocation and controls.
3. Responsible for store indents pertaining to the plater section.
4. Responsible to raise demands for Materials ,Safety Gears, Consumables and other requirements pertains to the section.
5. Responsible for closing the worksheet for revenue generation.
6. Responsible to upkeep the various equipments and machineries.
7. Responsible to reports mishaps / accidents.
8. Responsible for reading and interpreting the various plating jobs.
9. Responsible for all plating related jobs of the Directorate.
10. Responsible for attending safety and other guideline.
11. Responsible for plan, project and maintenance of inventories and stores.
12. Responsible for survey return & scraps materials.
13. Responsible to put up with estimate and measurements for all kinds of plating jobs.
14. Responsible for supervision, measurement and control of on, off loaded plater job.
15. Responsible to maintain safe lightings , ventilations, clearances, electrical safety in the shop & sight.
16. Responsible to report Officer-in-charge & DSS regarding all mentioned above on daily bases/ as required.  
Any other duties as and when assigned by superiors.

**SCHEDULE-XIV****RECRUITMENT RULES FOR THE POST OF MECHANIC GRADE-I (VEHICLE)  
IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF  
SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	<b>Mechanic Grade-I (Vehicle)</b>
02	No. of posts	01(One) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1900
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Trade Certificate in Automobile/Motor Mechanism from a recognized Industrial Training Institute. (iii) Should qualify the departmental test conducted by duly constituted selection committee. <b>Desirable:</b> Two (02) years professional experience in an automobile workshop of repute.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No.
09	Period of probation, if any	2 (two) years (for direct recruits)
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	By promotion, failing which by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	<b>Promotion:</b> From amongst the Mechanic Grade-II of the Marine Dockyard with Grade Pay of Rs. 1800 in the pay scale of PB-1 and who have completed the 03 years regular service in the grade and qualify in the departmental trade test
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation/promotion) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XIV to the Schedule

**Annexure-XIV**

**Job Description to the post of Mechanic Grade-I (Vehicle)**

1. To carryout repair and maintenance works of Light as well as Heavy Motor Vehicles.
2. To carryout periodical maintenance of Vehicles of the Directorate of Shipping Services.
3. Responsible for proper allocation of works amongst the workmen of the Section.
4. He shall maintain proper records, pertaining to repair, maintenance, receipt and issue of spareparts etc.
5. He shall undertake all other works as entrusted by his superiors .

**SCHEDULE-XV****RECRUITMENT RULES FOR THE POST OF CHOWKIDAR/WATCHMAN IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	<b>Chowkidar/Watchman</b>
02	No. of posts	07(Seven) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Good Physique and having experience in watch and ward duty in a reputed organization. <b>Desirable:</b> (i) Training in Basic and Refreshers Course in Home Guard and Civil Defence (ii) Ability to ride Bicycle.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XV to the Schedule

**Annexure-XV****Job Description to the post of Chowkidar/Watchman**

1. Responsible to watch and ward of office premises and surroundings.
2. Should close the office building doors, windows and switch off the lights, fans after office hours.
3. Responsible to fill the water tank installed in the office premises, if the water supply is after office hours.
4. Must remain on duty till relieved.
5. Should be courteous and polite with the public and alert in his duties and the officials.
6. Must attend to any other works, which may be assigned to him by higher authorities.

**SCHEDULE-XVI****RECRUITMENT RULES FOR THE POST OF SAFAI KARAMCHARI IN THE DOCKYARD  
ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES,  
A&N ADMINISTRATION**

01	Name of the post	<b>Safai Karamchari</b>
02	No. of posts	10 (Ten) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> (i) Secondary School ( Xth Std.) Examination passed from a recognized Board/Institution. (ii) Good Physique. <b>Desirable:</b> Knowledge of Hindi.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	Not applicable
12	If a DPC exists, what is its composition?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XVI to the Schedule

**Annexure-XVI****Job Description to the post of Safai Karamchari**

1. Responsible to clean/sweep the office premises, keep the surroundings of the office building as well as the drainage provided the office building neat and clean.
2. He should clean the toilet daily as and when required and ensure hygiene.
3. Should attend the office two hours before office hours for completing the cleaning works of lavatory blocks and the office premises.
4. Responsible to maintain accounts of cleaning materials supplied to him.
5. Must attend to any works which may be assigned to him/her by in-charge.

**SCHEDULE-XVII****RECRUITMENT RULES FOR THE POST OF DAFTRY IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	<b>Daftry</b>
02	No. of posts	02(Two) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> Must have passed in Secondary School Examination ( Xth Std.) from a recognized Board/ Institution. <b>Desirable:</b> (i) Training on Basic and Refresher Course in Home Guard and Civil Defence. (ii) Ability to ride Bicycle. (iii) Having experience in Stitching of Files/Records and its maintenance.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	No
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	100% by transfer, failing which by direct recruitment
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	<b>Transfer:</b> From amongst the Peons/Dispatch Rider of the department in the pay in PB-1 with Grade Pay of Rs. 1800 with 03 years regular service in the grade and having experience in stitching of files/records and its maintenance
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XVII to the Schedule

**Job Description to the post of Daftry**

1. To be responsible for proper maintenance of records in the Section/Office.
2. To trace out old files/records as may be required by any member or staff in the Section/Office.
3. To verify the record/publications once in six months and report to the Section Officer/Branch Officer, if any file/publication are missing out for a considerable period.
4. To stitch/mend files/records/ vouchers etc.
5. To collect and distribute stationery to the members of the staff in Section/Office under the supervision of Section Diarist.
6. To see that all files/ other items on the tables in the section kept in place in a proper manner.
7. To ensure cleanliness in the section/office with the help of Peons/ Safaiwalas.
8. To keep proper account of the articles of furniture/electrical and electronic items available in the Section/Office and any item is removed by other section for any specific purpose, he should ensure that the same is received back in the Section/Office and kept at proper place.
9. To attend office half an hour earlier than the hour prescribed for the office i.e. at 8.00 am.
10. To attend to any other work which may be assigned to him by the Section Officer, Dealing Clerks and Diarist of the Section/Office.

**SCHEDULE-XVIII****RECRUITMENT RULES FOR THE POST OF PEON IN THE DOCKYARD ESTABLISHMENT OF THE DIRECTORATE OF SHIPPING SERVICES, A&N ADMINISTRATION**

01	Name of the post	<b>Peon</b>
02	No. of the posts	16 (Sixteen) * (2011) * (Subject to variation dependent on workload)
03	Classification	General Central Services Group 'C', Non-Gazetted, Non-Ministerial
04	Pay Band and Grade Pay/Pay Scale	Pay Band Rs. 5200-20200 plus Grade Pay Rs. 1800
05	Whether selection post or non-selection post	Not applicable
06	Age limit for direct recruits	18-33 years for male 18-38 years for female (Relaxable for Govt. Servants upto 05 years in accordance with the instructions/orders issued by the Central Govt. from time to time). <b>NOTE:</b> The crucial date for determining the age limit shall be the closing date for the receipt of names/applications from Employment Exchange/Candidates.
07	Educational and other qualifications required for direct recruits	<b>Essential:</b> Must have passed in Secondary School Examination ( Xth Std.) from a recognized Board/ Institution. <b>Desirable:</b> (i) Training in Basic and Refresher Course in Home Guard and Civil Defence. (ii) Ability to ride Bicycle.
08	Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees ?	Not applicable
09	Period of probation, if any	2 (two) years
10	Method of recruitment whether by direct recruitment or by promotion or by deputation (ISTC) and percentage of the posts to be filled by various methods	75% by direct recruitment 25% by absorption failing which by direct recruitment.
11	In case of recruitment by promotion/deputation (ISTC), grade from which promotion/deputation to be made	<b>Absorption:</b> From amongst the Safai Karamchari/Chowkidar working in the department in the pay scale in PB-1 with Grade Pay of Rs. 1800 with 05 years service in the grade. <b>Note:</b> Those holding the post of Safai Karamchari/Chowkidar on regular basis on the date of notification of these rules should also possess elementary literacy and give proof of their ability to read Hindi, English or a Regional Language. (A written test shall be conducted for determining for knowledge of Hindi, English or Regional Language).
12	If a DPC exists, what is its composition ?	Group 'C' DPC (for considering cases of Confirmation) consisting of : 1. Director of Shipping Services - Chairman 2. Deputy Director (SS) - Member 3. Executive Engineer, Workshop Division, APWD - Member 4. Assistant Marine Engineer - Member
13	Circumstances in which UPSC is to be consulted in making recruitment	Not applicable
14	Job Description	Attached as Annexure-XVIII to the Schedule

**Job Description to the post of Peon**

1. A Peon is, for general –purpose, an attendant and will work as directed by the officer/ office in which working.
2. Should come to office not later than 8.00 am. As soon as he/she comes to office, he/she shall open the doors and windows, unless there are instructions to the contrary. Clean the dust from the office tables, chairs, almirah, windows, bookshelves, file cabinets and other furniture and keep the office rooms clean and tidy.
3. Should remove all waste papers etc. for disposal as directed by the officer or the Section Officer or the Branch concerned.
4. **If he is attached to an officer:-**
  - (i) he/she should keep the pencils sharpened, put other articles like pin-cushions, pen, scissors, eraser, clips, desk calendar etc. in proper places.
  - (ii) he/she should keep slips or paper within the easy reach inside the room for use of his/her officer.
5. Should not leave office without permission of the Section Officer under whom he/she working. If he/she is attached to an officer, he/she should not leave office until he/she is permitted to leave early by the officer concerned.
6. Before leaving office he/she should switch off all lights and close the doors and windows.
8. Should fill up the water jug, buckets etc. every morning and supply water to the officer or staff, whenever required.
9. Should know the description of stationery articles and various kinds of forms used in the office.
10. Should be very courteous and helpful towards members of the public visiting the office.
11. Should be polite and respectful towards all officers and staff.
12. Should attend the other office works as directed.

**If he/she entrusted with DAK duties**

13. Should have a general idea about the arrangement for receipt of local postal daks.
14. Should know the priority involved in the movement of papers marked '**Immediate**' and '**Priority**' and act accordingly.
15. Should know the location of :
  - (i) All important offices such as offices of Heads of Departments Offices, Central Govt. offices etc.
  - (ii) Residence of Officers and carry dak to offices/officials concerned whenever required.
16. Should know the working hours of local Post and Telegraph Offices and Banks, for attending to the business there, as and when required.
17. Should not disclose the contents of the dak sent through him/her to any one and deliver to the correct person.
18. Should not use the bicycle/motor cycle provided to him by the office other than office work and should not undertake any repair without any approval of his superiors.
19. To attend to any other works which may be assigned to him/her by the Section Officer, Dealing Clerks and Diarist of the Section/Office.